

## USING THE SAP CONCUR MOBILE APP

The mobile app **Home** screen provides access to trips, requests, receipts, approvals, and more. The mobile app reflects the permissions you have for UF GO. If you have approval permissions in the web version of UF GO, then you can access approvals in the mobile app. To download please see [Download UF GO Mobile App Instruction Guide](#).

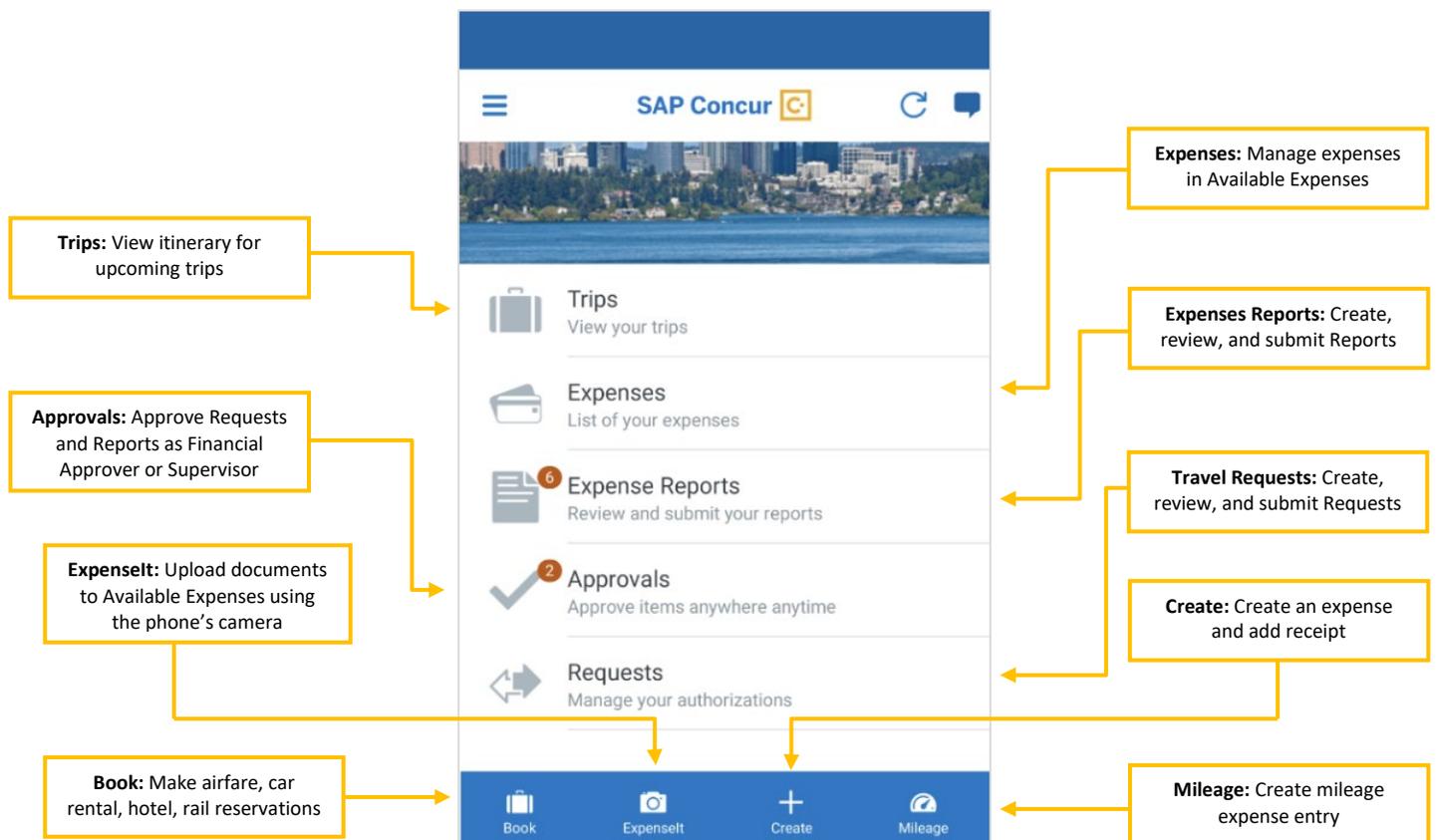
**Alert!** The delegate function is not available in the mobile app.

### SIGN IN

1. Open the SAP Concur app
2. Enter your UF email address (ex. *albert.gator@ufl.edu*) and click **Next**
3. Tap **Sign in with UF SSO**
4. Enter your **UF Username** and **Password** and complete Duo authentication
5. Click the **Login** button
6. Follow the prompt screens and you will see the **Home** screen  
You can perform many actions that are normally completed using a computer.



### MOBILE APP



For a complete list of features, review the [SAP Concur Mobile App – Feature List by Device](#).

## ADDITIONAL SETTINGS

As a user, you can customize your settings using the following options available in the menu.

- **Settings:** Customize settings including security, saving receipts in gallery, notifications, etc.
- **Connected Apps:** Allows you to connect to apps such as Uber and Lyft to upload receipts from travel apps
- **Help:** Currently unavailable
- **Leave Feedback:** Allows user to provide feedback directly to SAP Concur
- **Sign Out:** Sign out from the SAP Concur mobile app
- **Triplt:** Connect to Triplt app directly from the SAP Concur app

**Note:** UF GO will not let you sign in if your device does not have a passcode or if your device has been compromised (modified to remove manufacturer restrictions).

## FOR ADDITIONAL ASSISTANCE

### Technical Issues

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

### Travel Policies and Directives

Travel Office  
352-392-1241  
[travel@ufl.edu](mailto:travel@ufl.edu)

### PCard Policies & Questions

PCard Team  
352-392-1331  
[pcard@ufl.edu](mailto:pcard@ufl.edu)